

ENGINEERING-SCIENCE, INC. a unit of
PARSONS ENVIRONMENTAL SERVICES, INC.

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September 16, 1994



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Mr. Randy T. Ogg
EG&G Rocky Flats, Inc.
Rocky Flats Plant, Bldg. 080
P.O. Box 464
Golden, Colorado 80402-0464

Re: Task Order MTS 343780GG3 under Master Task Subcontract
MTS 225453RR
OU4 Phase I and Phase II Requirements
Minutes of OU4 Program Coordination Meeting of September 12, 1994

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review and comment. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, September 26, 1994.

If you have any questions or require additional information, please contact Mr. Phil Nixon (Phase I) at 764-8811, or Mr. Pete Holland (Phase II) at 764-8883.

Sincerely,

Phil A. Nixon
Project Manager, Solar Pond Phase I

Peter J. Holland, P.E.
Project Manager, Phase II RFI/RI

cc:

A. Ledford, EG&G
S. Paris, EG&G
K. Ruger, EG&G
M. Austin, EG&G
M. Mckee, EG&G
J. Pennel, EG&G
EG&G Records (2)
(c/o C. Horne)

P. Breen
R. Cropper
G. DeWeese
J. Evans
R. Henry
N. Hilmar
T. Kuykendall

J.P. O'Brien
A. Putinsky
C. Rosé
R. Stegen
R. Schmeirmund
R. Wilkinson
Central Files



ADMIN RECORD

A-DU04-000700

**Minutes of Meeting
OU4 PROGRAM COORDINATION**

September 12, 1994

The OU4 Program Coordination Meeting was held at the Parsons/Engineering-Science, Inc. (ES) offices on September 12, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between Parsons/ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has been developed as an action during the first several weekly meetings.

A. ATTENDEES

Participants in the meeting were:

- R. Ogg, EG&G
- S. Paris, EG&G
- K. Ruger, EG&G
- P. Holland, Parsons/ES
- A. Putinsky, Parsons/ES
- R. Wilkinson, Parsons/ES

B. PURPOSE

The meeting was convened to review the status and discuss the scheduling, budgeting, and accounting for the OU4 projects.

C. AGENDA

The Agenda prepared for the meeting is attached.

EG&G and Parsons/ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. **Action:** EG&G and Parsons/ES.

D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the August 15, 1994 meeting had been issued and distributed on August 22, 1994. No comments were received. The August 15, 1994 meeting minutes were distributed and discussed during the meeting to update the action items.

2. Status of Prior Action Items

The status of prior action items was reviewed and agreements reached to formally close actions items, as appropriate. Note that action items previously tracked during the conduct of past OU4 Programmatic Meetings are considered closed unless specifically addressed below.

Action 36, Parsons/ES Health & Safety Plan as a Controlled Document. EG&G stated that the Phase I Health & Safety Plan has been issued as a controlled document. S. Paris agreed to provide Parsons/ES with a controlled copy to review by September 16, 1994. Also S. Paris agreed to provide Parsons/ES with review copies of the DMRs (currently undergoing EG&G internal review) that will revise the Phase I H&S Plan for use during the Phase II field activities. S. Paris estimated the DMRs would be available during the week of September 19-23, 1994.
Action: EG&G.

Action 37, Parsons/ES to provide Field Training Matrix. Parsons/ES is not funded/authorized to proceed with training for field personnel involved with the Phase II Work Plan Implementation effort in FY94. Previously, EG&G agreed to authorize training in the FY94 scope of work without increasing the FY94 budget authorization, but subsequently placed the action on hold pending verification of a potential underrun in the Phase II RFI/RI Work Plan development work package. Parsons/ES re-iterated its concern that failing to authorize the training scope in FY94 could jeopardize the scheduled initiation of the Phase II field program. R. Ogg indicated that the revised observational approach to the field program provided time in early FY95 to accomplish required training without impact to the overall field effort. He suggested that Parsons/ES contact C. Horne (EG&G) to obtain information on the schedule and availability of training in the latter part of FY94/early FY95. Should the schedule/availability of FY95 training be inadequate for the timely implementation of the Phase II RFI/RI field program, EG&G would consider authorizing training within the FY94 scope of work. Parsons/ES stated that the training matrix was being revised to the latest field organization that

was submitted on September 7, 1994. Parsons/ES will submit the matrix on September 13, 1994 with an electronic file copy. EG&G noted that the remaining budget for Phase II in FY94 does not look sufficient to provide training during FY94. Parsons/ES stated that they were prepared to spend their own funds to complete the required training for the Phase II Field Program so that field work would not be delayed when it is authorized by EG&G in FY95. EG&G stated that this proposal would be taken under consideration. EG&G also requested that only personnel previously submitted and approved in the negotiated contract documents be scheduled for training. Additional personnel may be scheduled for training with EG&G approval. **Action: Parsons/ES and EG&G**

Action 38, EG&G would like verification on which type of drill rig will be used for the Pond Drilling. EG&G indicated that their review of the drill rig specifications provided by Parsons/ES on July 11, 1994 showed that the rigs proposed were not feasible for the Solar Pond environment and that Parsons/ES should consider more viable options (e.g. detachable rigs). R. Ogg indicated concern that discussions between Parsons/ES and EG&G may be taking place without his involvement as the CTR. R. Wilkinson assured R. Ogg that he was unaware of any such instances. Parsons/ES asked if EG&G was moving forward with removing the SEP 207-C drilling scope from the Phase I RFI/RI contract and inserting it into the Phase II RFI/RI contract, as previously discussed. R. Ogg indicated that he was not pursuing such a change at this time. **Action: Parsons/ES**

Action 40, Prepare Phase II Schedule and Logic Diagram for EG&G. A meeting will be held on Thursday, September 15, 1994 at the Tierra Environmental Services, Inc. offices to revise/generate a field schedule for the Phase II Work Plan Implementation. **Action: EG&G and Parsons/ES**

Action 44, Conductivity/Field Nitrate Survey. EG&G indicated that the conductivity/field nitrate survey scope would be subcontracted to Golder and scheduled for September 19- October 1, 1994. EG&G noted that the RCRA wells will be surveyed again in October as part of the RCRA quarterly sampling effort. **Action: EG&G**

Action 50, Transition of Project Managers for Phase I RFI/RI. At the July 18, 1994 OU4 Programmatic Meeting, EG&G requested that Parsons/ES transition the Phase I Project Manager from P. Nixon to P. Holland within two to four weeks. Parsons/ES agreed to prepare a management proposal for the change and submit for EG&G approval. Subsequently, EG&G and Parsons/ES agreed to delay this action pending an EG&G decision to fold the SEP 207-C Pond drilling into the Phase II RFI/RI contract. Based on discussions documented under Action Item 38, R. Wilkinson agreed to provide a proposal to EG&G for managing the remaining Phase I RFI/RI scope by COB September 16, 1994. The proposal would outline options that would

basically accomplish the intent of the proposed "contractual changes" through a management agreement mechanism. **Action: EG&G.**

Action 51, Elimination of the Baseline Risk Assessment (BRA) from the Phase II. Parsons/ES previously indicated support for modifying the BRA based on EG&G commitment to remediating groundwater. EG&G stated they are currently pursuing a waiver which would remove the BRA from the Phase II program. Consequently, EG&G advised Parsons/ES that the scope/budget associated with the BRA will not be authorized in the FY95 program until the issue is resolved. **Action: EG&G**

Action 52, Demonstration of the Remedial Alternative Screening Process. At the August 15, 1994 OU4 Programmatic Meeting, Parsons/ES briefing outlined the current efforts to develop a remedial alternative screening toll under the OU2, 3, and 6 CMS/FS program and suggested that the tool may be of value to the OU4 program. R. Ogg agreed to meet and discuss the remedial alternative screening tool, provide J. Hopkins (EG&G) was present. Parsons/ES agreed to coordinate the meeting, targeting September 21 or 22, 1994. **Action: Parsons/ES**

3. Status Reporting

a. Weekly Project Status

Parsons/ES provided a consolidated single OU4 program report to provide status as of 9/9/94 for the three (3) projects. A copy of the weekly status report is attached.

b. Schedule Status

No schedule status was discussed during the meeting. A meeting will be held on Thursday, September 15, 1994 to develop a schedule for the Phase II Work Plan Implementation phase of the project.

c. Variance Analyses

The August 1994 Budget Status Report and Variance Analyses were submitted on September 9, 1994. The Phase I and Phase II RFI/RI reports were reviewed during the meeting. EG&G indicated that beginning in FY95, the Fiscal Year Budget Status Report

will be required on a monthly basis. Also, other fiscal year requirements will include the following:

- 1) FY95 schedule
- 2) Time-Phased resources at the reportable WBS element level
- 3) Earned-value criteria (method) to be used for each reportable WBS element

EG&G noted that the September 1994 accruals should be as accurate as possible so that each project can be funded appropriately through the fiscal year.

4. Other Issues

a. EG&G Issues

- 1) EG&G requested that the Phase I RFI/RI Report be finalized and submitted to EG&G as soon as possible. Parsons/ES agreed to provide the Phase I RFI/RI Report preparation schedule by September 16, 1994. R. Ogg asked if the current Phase I contract included response to public review comments of the final report. He also asked if the SEP 207-C pond drilling results were scoped to be included in the Final Phase I RFI/RI Report. R. Wilkinson agreed to provide responses to EG&G. **Action: Parsons/ES**
- 2) R. Ogg indicated that a substantial contract modification to the OU4 Phase II RFI/RI program was at EG&G Procurement and should be issued to Parsons/ES within the next few days. He declined to comment on the specifics of the contract modification, but indicated that another iteration for the Final Phase II RFI/RI Work Plan was included to respond to EPA/CDPHE comments to the August 29, 1994 document.
- 3) EG&G requested that Parsons/ES provide rationale for substituting personnel on the OU4 Phase II RFI/RI contract other than those proposed and negotiated. **Action: Parsons/ES**
- 4) EG&G inquired whether J.P. O'Brien (Parsons/ES) would be available to participate with Connie Dodge (EG&G) on the review and discussion of the site-wide geologic/hydrogeologic/geochemical reports. This work would be funded under the Phase I RFI/RI contract and would require a one day effort.

- 5) EG&G requested that Parsons/ES prepare a brief explanation of the surficial soil sampling approach included in the Final OU4 Phase II RFI/RI Work Plan issued to EG&G on August 29, 1994. Parsons/ES will provide a brief explanation by September 16, 1994. Action: Parsons/ES

b. Parsons/ES Issues

- 1) Parsons/ES stated that they will continue collecting EG&G comments on the Final Phase II RFI/RI Work Plan but will refrain from addressing them until authorized under the FY 95 budget. P. Holland stated that approximately \$6,000 remained in the FY94 OU4 Phase II RFI/RI project budget (under the Direct Project Support element).

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for September 26, 1994, starting at 8:00 am, in the Parsons/ES-Denver offices.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting.

G. ATTACHMENTS

The following attachments are included with these minutes:

1. Agenda
2. Weekly Project Status Report for the Week of September 2, 1994 - September 9, 1994.



OU4 Programmatic Meeting

September 12, 1994

AGENDA

- I. Review of Prior Meeting Minutes (August 15, 1994)
- II. Review of Action Item List
- III. Status Reporting
 - 1) Weekly Project Status Report
 - 2) Schedule
 - 3) Earned Value Report - August, 1994
- IV. Other Issues
 - 1) Phase I:
 - * None
 - 2) Phase II:
 - * Status of EG&G Contract Modifications